

Internal/External Posting

Position Title: Branch Services Assistant (Contract)
Department: County of Brant Public Library
Location: Paris Branch, All branches
Initial Schedule: Alternating weekend hours Sept-June (Sat 10-5, Sun 12-4)
Alternating weekend hours July-Aug (Sat 9-2, Sun 12-4)
On-call shift opportunities
Start Date: Immediate
Hourly Rate: **\$33.05**

General Purpose

Reporting to the Circulation Coordinator, the Branch Services Assistant (Contract) will assist readers of all ages in the selection, organization, and interpretation of library materials. This position performs professional duties that require adherence to standards of accuracy, timeliness, tact, and confidentiality. This position may also prepare and present children's programs and other outreach programs. This position works scheduled and on-call shifts including evenings and weekends which may include travel between branches.

Primary Responsibilities

- Answers reference questions, including subject, author/title, technology instruction, and reader's advisory questions.
- Demonstrates a thorough knowledge of library automation systems.
- Places requests and instructs customers on how to place requests for library materials not immediately available.
- Instructs patrons in the use of basic reference tools and catalogs.
- Promotes library services and collections.
- Maintains the collection and branch appearance in a satisfactory manner.
- Collects payment for library and County of Brant services and balances the cash drawer.
- May plan and conduct programs, tours, and displays.
- May participate in task teams and special projects.
- Maintains an awareness of current trends in library and related fields.
- May complete monthly safety inspections of the branch.
- Other duties as assigned.

Knowledge

- Proven excellent interpersonal skills in dealing with staff team members.
- Excellent customer service skills.
- Knowledge of the principles and practices of professional library work.
- In-depth knowledge of reference materials and reference techniques.

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- A broad knowledge of adult and children's literature.
- Proficiency with Microsoft Office applications.
- Strong technical knowledge including: ILS, social media, and web management.

Education

Post-secondary degree or diploma in a related field required. A recognized library science or information studies degree or diploma is preferred.

Experience

2 or more years' experience working within the library field or related field.

Skills

The incumbent must have a(n):

1. Ability to communicate effectively both in written and verbal formats.
2. Ability to work in a changing, progressive environment.
3. Ability to perform manual tasks such as lifting, pushing, pulling, bending.
4. Ability to change processes and workflow based on customer demands and library vision.
5. Ability to set goals and monitor achievements.
6. Ability to manage time and multi-task in an open public environment.

How to Apply

Resumes and cover letters may be submitted, in confidence, to the attention of Karen Scott, Director, Operations & Public Service.

By email: karen.scott@brant.ca

Posting closes: Review of applications will happen immediately. The posting will remain open until the position is filled.